From Plan to Post

Trace how a writer shapes a clear message for readers.

6.P.EICC.4 "Writing Processes: Compose a range of texts for a variety of purposes and audiences, flexibly engaging in writing processes to plan, draft, evaluate, revise, and edit texts."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline five details that show Maya planning, drafting, evaluating, revising, or editing. Label each underlined detail with P, D, V, R, or E to show the writing-process step.

A Flyer for the Garden

1. When the Riverside Community Garden needed volunteers for its spring planting day, Maya decided to write a flyer. Before drafting, she planned for her audience: families, neighbors, and students who might help. She listed the date, time, location, jobs, and what volunteers should bring. She also chose a friendly, clear tone because busy readers needed important details quickly. Her plan helped her decide which information belonged on the flyer and which details could stay out.

2. Maya's first draft had a large heading and short sections for planting, watering, and cleanup. She wrote, "Join us Saturday at 9:00 a.m. at Riverside Garden." Then she reread the flyer as if she were a new volunteer. She noticed that the phrase "bring tools" was too vague. In her next draft, she replaced it with "Bring gloves and a hand trowel if you have them." This revision made the directions more useful for her audience.

3. Before printing the flyer, Maya asked her older brother to read it. He said the contact information was hard to find. Maya moved her email address below the heading and added the deadline for signing up. Finally, she edited the flyer by checking capitalization, spelling, punctuation, and the date format. She corrected "saterday" to "Saturday" and added a comma after the opening phrase. Her final flyer gave readers clear information and looked ready to post at school and the library.

2 ANSWER WITH EVIDENCE

Use the passage

1. How did Maya plan for her audience before she wrote the flyer?

2. What did Maya notice when she evaluated her first draft, and what did she change because of it?

3. How did Maya use feedback from another reader to revise her flyer?

4. What editing changes did Maya make after revising the flyer?

3 YOUR TURN

Your own words

Write an 80-100-word response about a real or imagined school event. Use the labels Plan, Announcement, and Revision Note to name your audience and purpose, write a clear announcement, and explain one revision or editing change you made.

ANSWER KEY

From Plan to Post

GRADE 6 · 6.P.EICC.4

PART 1 · READ AND MARK

Underline five details that show Maya planning, drafting, evaluating, revising, or editing. Label each underlined detail with P, D, V, R, or E to show the writing-process step. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	How did Maya plan for her audience before she wrote the flyer?	**She identified families, neighbors, and students as readers, listed needed details, and chose a friendly, clear tone.**
2	What did Maya notice when she evaluated her first draft, and what did she change because of it?	**She noticed that "bring tools" was too vague, so she changed it to "Bring gloves and a hand trowel if you have them."**
3	How did Maya use feedback from another reader to revise her flyer?	**Her brother said the contact information was hard to find, so she moved her email address below the heading and added a sign-up deadline.**
4	What editing changes did Maya make after revising the flyer?	**She checked capitalization, spelling, punctuation, and date format. She corrected "saterday" to "Saturday" and added a comma.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Plan: Audience: students who like drawing. Purpose: invite them to the lunchtime mural workshop. Announcement: Design Our School Mural! On Thursday, October 8, the art club will hold a mural workshop in Room 214 from 12:10 to 12:45. Bring a pencil and your ideas for images that show school spirit. No art experience is needed. You can sketch a small design, vote on ideas, or help choose colors. Sign up with Ms. Rivera by Tuesday so we have enough paper and paint. Revision Note: I changed "come join" to the specific time and place, then checked capitals and punctuation.

Accept marking choices that accurately identify actions in Maya's writing process, even if students choose different valid details. For the open response, accept a clear audience and purpose, event details useful to that audience, and a specific revision or editing note.